



**Deerfield Planning Board
8 Conway Street, South Deerfield MA 01373**

August 15, 2022

1. Call to order. 7PM

- Meeting guidelines: speak one-at-a-time; follow Deerfield Code of Conduct (respectful, considerate, courteous); concise, non-repetitive, recognized by Chair

2. Board members in attendance: in-person: Chair Analee Wulfkuhle, Vice Chair Denise Mason, Members Rachel Blain, Kathy Watroba. Via zoom: Andrea Leibson, Kathy Sylvester. Absent: Ann Mary Cloutier

3. Minutes reviewed from 7/11/2022, 8/15/22

Motion to approve 7/11/2022 minutes: Denise Mason, seconded, Kathy Sylvester

VOTED: Mason y, Leibson y, Sylvester y, Watroba y, Wulfkuhle y; 6-0—0

Motion to approve 8/15/22 minutes: Rachel Blain, seconded Kathy Watroba

VOTED: Mason y, Leibson y, Sylvester Y, Blain Abstain, Watroba y, Wulfkuhle y; 5-0-1

4. Old Business

a. Public Hearing: Planning Board Fees and Regulations

Andrea Leibson presented.

- Philosophy of the fees: compensate for town staff time spent processing the applications, not to make money for the town.
- Extensive work has been done to update the fees. Last time they were updated was 2015. Research included looking into fees of other towns; consultation with building inspector and other town staff; deliberations at PB meetings;
- We are revising the fees as well as the "regulations" governing the fees.
- Anthony Wonseski thanked the board for simplifying the process for developers that want to come into town. States our fees and regulations were more complex than other towns in the past. This is a big improvement. Very pleased with outcome.
- Carolyn Shores-Ness, SB. Encouraged review on a regular basis

Move to close public comment: Rachel Blain, seconded Kathy Sylvester

Deliberation and discussion: none

Motion to approve new fees and regulations as updated September 12, 2022: ? seconded: Kathy Sylvester

Discussion: none

VOTED: Kathy Sylvester y, Andrea Leibson y, Kathy Watroba y, Denise Mason y, Rachel Blain y, Analee Wulfkuhle y; 6-0-0

b. Snowberry Court: peer review report

Mr. Whiteman read Sarah E. Campbell, Consulting Civil Engineer report

Presenter: Anthony Wonseski, SVE Associates: presented changes made to initial plans.

Public Comment:

Mr. Bruce St. Peter, resident, Snowberry Court: Thanked PB for the meeting. States he has questioned the process of things being done without documentation to substantiate changes that were made. Does not feel town staff are qualified to approve changes.

Response from Mr. Wonseski that SVE Associates have been involved in all changes made and reiterated consulting engineers comments that "In summary, my review of documents and field conditions indicates that changes made are not significant and should not have a detrimental effect on the interests of the Board."

Lisa Mead commented that peer review confirms that the applicant is in compliance with the permit and has 60 days to submit the "As Built"

Motion to accept "as built plans" as presented thus far and also Ms Cambells letter both to be included into the Snowberry Court Site Plan Review record-Rachel Blain, seconded Andrea Leibson

Voted: Mason y, Leibson y, Sylvester y, Watroba y, Blain y, Wulfkuhle Abstain; 5-0-1

c. Accessory Apartments update

Kathy Sylvester presented

2-year process. Almost ready for Planning Board vote. A few more things to follow up on. Have met with subcommittee twice which includes a member from the ZBA, Finance Committee, Building Inspector, Select Board, a town resident, and 2 other

Planning Board members for feedback and recommendations.

. Worked separately with consultant Chris Curtis, Peggy Sloan, FRCOG, Chief Paciorek, Robert Walden, Building Inspector and Town Office staff.

Hope to present to Planning Board at November meeting, present for a vote at Spring Town Meeting.

d. Planning Board priorities: 2000 Master Plan and Chapter 179- review

Chair discussions with Kayce Warren, Town administrator and Peggy Sloan from FRCOG.

Master Plan:

- 18-24 months (Could be longer if we decided to do it chapter-by-chapter rather than all at once)
- Begin with community survey (Important to generate community interest and buy-in; and important for getting grant support)
- *Possible* DLTA grant for the survey (District Local Technical Assistance, \$5-7k)

Ch. 179 Review

- Hopefully 10-12 months; target Town Meeting Spring 2023 for approval
- Review of format/cross-references/inconsistencies/etc. most likely would uncover substantive content issues that could be addressed at the same time or later

Both:

- Planning Board drive the process; we would need periodic additional meetings focused entirely on the project(s)
 - Public Comments:
 - Mr. Walden commented that he is happy the PB is considering reworking the Zoning Bylaws.
 - Carolyn Shores-Ness recommended the Planning Board send a letter to the Selectboard, asking for priority inclusion of the Master Plan community survey in the next round of DLTA grants
- Next Steps: Chair Analee Wulfkuhle (1) send DLTA request letter to Selectboard, and (2) discuss with Peggy Sloan proceeding with Chapter 179 review.

e. MA Dept. of Housing and Community Development/DHCD update

- Carolyn Shores-Ness commented that at the MMA update

meeting it was suggested that requirements for affordable housing limits affect towns with a population of 7000 or more. Deerfield doesn't apply due to our lower population. Less jeopardy of having an unfriendly 40B development come to town.

5. New Business

a. ANR: 15 Mountain Road

- Applicant not present. Not clear if they were informed of meeting
- Questions about adequate frontage and access by emergency vehicles
- Chair asks Mr. Walden, Building Inspector, for comment: "Now is a conforming lot."

Motion to endorse ANR: Rachel Blain, seconded Denise Mason

Voted: Mason y, Leibson y, Sylvester y, Watroba y, Blain y,

Wulfkuhle Abstain; 5-0-1

b. Planning Board Restructuring

- Planning Board Resignations and Appointments: Capital Planning Committee/CPC and Franklin Regional Planning Board/FRPB will need new appointments from the Planning Board if Ann-Mary Cloutier resigns, as stated informally. Will need to wait to see if Ann Mary sends in resignation letter or has reconsidered continuing on the PB

- Assistant Town Administrator:
- Jennifer Gannet has resigned. The Planning Board thanks her for her considerable work with us and wish her well in her new position.

- Chair and Kayce Warren have discussed how our Pioneer Valley Planning Center/PVPC and FRCOG planners can assist more than originally anticipated.

6. Other business not reasonably anticipated 48 hours prior to posting of the meeting - None

7. Public Comments (Identify name/address; 2-3 minutes) -No public comments

8. Reports (committees, seminars, etc.)

- Denise Mason: Connecting Community Initiatives/CCIPI committee involved in trying to get grants to assist the town in a multitude of projects developing a new “campus” for the Senior Center, town offices, library, senior housing, and community center

- Andrea Leibson: Open Space Committee is continuing to analyze results of public survey9. Review Mail

10. Next Meetings: 9/19 (Executive Session); 10/3; Special Town Meeting; 11/7; 12/5; 1/9/2023; 2/6 /2023

11. **Motion to adjourn: Rachel Blain, Seconded: Denise Mason**

VOTED: Blain y, Mason y, Leibson y, Watroba y, Sylvester y, Wulfkuhle y 6-0-0

** The matters listed are those reasonably anticipated by the Chair which **may** be discussed at the meeting. Not all items listed **may** in fact be discussed, and other items not listed **may also** be brought up for discussion to the extent permitted by law.*